

Chicago Manual of Style (or "Turabian")

This guide is based on *The Chicago Manual of Style*, 14th edition, available in the Nimitz Library ready reference and general collections (call number: Z253.U69 1993) and *A Manual for Writers of Term Papers, Theses, and Dissertations*, 6th edition, also available in the Library's ready reference and general collections (call number: LB2369.T8 1996). The guide below only lists the most commonly cited print and electronic sources. Consult *The Chicago Manual of Style* or Turabian's *Manual for Writers* for examples of how to cite other types of sources.

(NOTE: The 15th edition of the *Chicago Manual of Style* was released in early August 2003. You may wish to consult this newly revised edition for changes not yet reflected in the Library's online guide. **If uncertain, check with your instructor for guidance.**)

Your instructor may prefer alternative citation forms. Be sure that you know your instructor's preferences.

Bibliographies and Notes

A **bibliography** is an alphabetical list at the end of your research paper, usually arranged by author's last name. (In the absence of an author, arrange by title.) It shows the reader what books, articles, and other material you consulted in the preparation of your paper. It provides full publishing information about these sources.

When these items are referenced in the body of the paper, either the **endnote** or **footnote** format is used to show the reader the source upon which you are relying for a particular statement or quotation.

Both footnotes and endnotes are numerically arranged. **Footnotes** are placed at the bottom of any page of text containing the information referenced. **Endnotes** are listed on one or more separate pages at the end of the paper.

The first time you cite a particular source in a **footnote** or **endnote**, provide full publishing information and also the page number(s) where the cited information may be found. Later references to the same source should provide only the author's last name and the pertinent page number(s); in the absence of an author's name, use the title.

The examples below illustrate these and other principles.

Print Sources

BOOK (ONE AUTHOR)

Bibliography: Frantzich, Stephen E. *Cyberage Politics 101: Mobility, Technology, and Democracy*. New York: Peter Lang, 2002.

Footnote or endnote: 5. Stephen E. Frantzich, *Cyberage Politics 101: Mobility, Technology and Democracy* (New York: Peter Lang, 2002), 151.

Subsequent notes: 9. Frantzich, 99.

NOTE how in these and in subsequent examples the **bibliography** entries begin at the left-hand margin, and subsequent lines are indented. Conversely, the **footnotes** and **endnotes** are indented in the first line, but not in subsequent lines.

BOOK (TWO TO THREE AUTHORS)

Bibliography: Cochran, Charles L. and Eloise F. Malone. *Public Policy: Perspectives and Choices*. New York: McGraw-Hill, 1995.

Footnote or endnote: 12. Charles L. Cochran and Eloise F. Malone, *Public Policy: Perspectives and Choices*. (New York: McGraw-Hill, 1995), 325-327.

Subsequent notes 15. Cochran and Malone, 225.

BOOK CHAPTER

Bibliography: Mattox, Gale A. "The United States: Stability through Engagement and Enlargement." In *Enlarging NATO: The National Debates*, edited by Gale A. Mattox and Arthur R. Rachwald, 225-240. Boulder, CO: Lynne Rienner Publishers, 2001.

**Footnote or
endnote:**

8. Gale A. Mattox, "The United States: Stability through Engagement and Enlargement," in *"Enlarging NATO: The National Debates"*, ed. Gale A. Mattox and Arthur R. Rachwald (Boulder, CO: Lynne Rienner Publishers, 2001), 227.

**Subsequent
notes:**

12. Mattox, 100.

NOTE that for book chapters and all kinds of articles, the exact page number(s) should be included in the **footnote** or **endnote**. The **bibliography** entry should include the page range for the complete chapter or article.

BOOK (CORPORATE OR ORGANIZATION AUTHOR)

Bibliography:

Institute of Marine Engineers. *21st Century Cruise Ship: Conference Proceedings [London, 15-16 April 1999]*. London: Institute of Marine Engineers, 1999.

**Footnote or
endnote:**

5. Institute of Marine Engineers, *21st Century Cruise Ship: Conference Proceedings [London, 15-16 April, 1999]* (London: Institute of Marine Engineers, 1999), 30.

**Subsequent
notes:**

10. Institute of Marine Engineers, 40.

ENCYCLOPEDIA ARTICLE

Generally well-known reference books are not listed in bibliographies; however, when they are cited in notes, the publication facts are usually omitted except that the edition, if not the first, must be specified. Cite the item, not the volume or page number, with the term s.v. (sub verbo, which means "under the word").

**Footnote or
endnote:**

1. *New Encyclopedia Britannica*, 15th ed., s.v. "United States Naval Academy."

GOVERNMENT DOCUMENT

Bibliography: U.S. General Accounting Office. *DOD Service Academies: Improved Cost and Performance Monitoring Needed: Report to Congressional Requesters*. Washington, D.C.: U.S. GAO, 1991.

Footnote or endnote: 7. General Accounting Office, *DOD Service Academies: Improved Cost and Performance Monitoring Needed: Report to Congressional Requesters* (Washington, D.C.: GAO, 1991), 51.

Subsequent notes: 10. GAO, *DOD Service Academies*, 67.

JOURNAL ARTICLE (ONE AUTHOR)

Bibliography: McCoskey, Suzanne K. "Convergence in Sub-Saharan Africa: A Nonstationary Panel Data Approach." *Applied Economics* 34 (2002): 819-829.

Footnote or endnote: 19. Suzanne K. McCoskey, "Convergence in Sub-Saharan Africa: A Nonstationary Panel Data Approach," *Applied Economics* 34 (2002): 822.

Subsequent notes: 25. McCoskey, 827.

MAGAZINE ARTICLE

Bibliography: Wrage, Stephen. "When War Isn't Hell: A Cautionary Tale." *Current History*, January 2003, 32-36.

Footnote or endnote: 4. Stephen Wrage, "When War Isn't Hell: A Cautionary Tale," *Current History*, January 2003, 32.

**Subsequent
notes:**

8. Wrage, 35.

NEWSPAPER ARTICLE

Bibliography:

Towhey, Jessica R. "Seminar to Teach War Lessons," *The Capital* (Annapolis, MD), 30 March 2003, sec. D1.

**Footnote or
endnote:**

20. Jessica R. Towhey, "Seminar to Teach War Lessons," *The Capital* (Annapolis, MD) 30 March 2003, sec. D1.

**Subsequent
notes:**

22. Towhey, sec. D1.

Electronic Sources

- In the absence of guidelines on this subject from *The Chicago Manual of Style* see *Online! A Reference Guide to Using Internet Sources*, 2001 ed. (New York: St. Martin's, 2001) developed by Andrew Harnack and Eugene Kleppinger.
- In general, one needs the following information (if available/applicable) to cite an **electronic source**:
 - Author's full name
 - Title of document, in quotation marks
 - Title of complete work (if relevant), in italics
 - Date of publication or last revision
 - URL in angle brackets or other retrieval information
 - Date of access, in parentheses
 - Text division (if applicable) when there are no page numbers in the electronic version. If there are internal divisions (ex. Introduction), then use them to indicate where the cited material can be found.

WEBSITE

Bibliography:

Center for Responsive Politics. “Rebuilding Iraq—
The Contractors.” *OpenSecrets.org: Your Guide to
the Money in U.S. Elections* 7 April 2003. <[http://
www.
opensecrets.org/news/rebuilding_iraq/index.asp](http://www.
opensecrets.org/news/rebuilding_iraq/index.asp)>
(24
April 2003).

Footnote or endnote:

8. Center for Responsive Politics, “Rebuilding Iraq
—
the Contractors,” *OpenSecrets.org: Your Guide to the
Money in U.S. Elections* 7 April 2003. <[http://www.
Opensecrets.org/news/revbuilding_iraq/index.asp](http://www.
Opensecrets.org/news/revbuilding_iraq/index.asp)> (24
April 2003).

JOURNAL ARTICLE FROM FULL-TEXT DATABASE

Bibliography:

Quartararo, Anne T. “The Perils of Assimilation
In Modern France: the Deaf Community,
Social Status, and Educational Opportunity,
1815-1870.” *Journal of Social History* 29 (Spring
1995) <<http://web5.epnet.com>>, 5-23. (12 February
2003).

Footnote or endnote:

3. Anne T. Quartararo, “The Perils of Assimilation
In Modern France,” *Journal of Social History* 29 (Spring
1995). <<http://web5.epnet.com>>, 20 (12 February 2003).

Subsequent notes:

4. Quartararo, 20.

NEWSPAPER ARTICLE FROM FULL-TEXT DATABASE

Bibliography:

Sabar, Ariel. "FDA Study of Mids Comes under Scrutiny," *Baltimore Sun* 9 April 2003, sec. 1B: *LexisNexis Academic*, LexisNexis (21 April 2003).

**Footnote or
Endnote:**

13. Ariel Sabar, "FDA Study of Mids Comes under Scrutiny," *Baltimore Sun* 9 April 2003: 1B. *LexisNexis Academic*, LexisNexis (21 April 2003).

**Subsequent
notes:**

15. Sabar, 1B.

ARTICLE IN AN ONLINE PERIODICAL

Bibliography:

Oyos, Matthew M. "Jimmy Carter and SALT II: The Path to Frustration." *American Diplomacy* December, 1996.
<www.unc.edu/depts/diplomat/AD_Issues/Amdipl_2/Oyos_1.html> (22 April 2003)

**Footnote or
Endnote:**

4. Matthew M. Oyos, "Jimmy Carter and SALT II: The Path to Frustration," *American Diplomacy* December, 1996. <www.unc.edu/depts/diplomat/AD_Issues/Amdipl_2/Oyos_1.html> (22 April 2003).

**Subsequent
notes:**

6. Oyos, Research Triangle Institute.